**ANNUAL EXAMINATION 2020**

**(Only for Regular Students)**

***Centre No. 135 Centre Name- Disha College, Raipur (C.G.)***

**Class-BCA-I Subject-PC software and Multimedia**

**Paper No- BCA 104 Paper Name- PC software and Multimedia**

**Time- 3 hrs. Max.-80 Min-27**

**Note:**  Attempt any two parts from Each Unit. All Questions carry Equal Marks.

**Unit-1**

1. (a) Write down steps for creating table in MS-Word

(b) Explain the purpose of the following with appropriate example:

(i) Macro (ii) Header & Footer

(c) Explain Mail-Merge feature of MS-Word with Suitable example.

(d) What are the various functions of page set up?

**Unit-2**

2. (a) Differentiate Between Absolute and Relative cell addressing.

(b) Explain the following category and any five functions with syntax:

(i) Logical Function (ii) Statical function

(c) What is Chart? Write down steps for creating chart in excel.

(d) Write down steps for implementing Data Validation in excel.

**Unit-3**

3. (a) Create five slides on celebration of Republic Day of your college and perform the

Following: (i) Give header and footer (ii) Give Background Color

(b) Explain the slide show feature of power point. Also explain slide set up using rehearse timing.

(c) How the graphics, sound and movie are inserted in PowerPoint slide? Explain.

(d) What do you understand by Custom Animation and Slide Transition in PowerPoint?

**Unit-4**

4. (a) What is Database? How can you create table in MS-Access.

(b) Write down steps for Designing form in MS-Access.

(c) Write Short notes on the following.

(i) Pivot table (ii) Report Generation

(d) What is the use of Relationship in MS-Access?

**Unit-5**

5. (a) Write short notes on the following :(i) MP4 and .flv (ii) Flash Animation

(b) What is Multimedia? Explain steps for creating a flash animation using motion tweens.

(c) Differentiate between 2D and 3D animation.

(d) Write down Any five Principles of Animation.

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